

LECTURER: MARTHA DANSO
PROGRAMME: 2-YEAR POST DIPLOMA B.ED IN VOCATIONAL TECHNICAL
COURSE: CLASSROOM & WORKSHOP MANAGEMENT
CODE: EDP 313
CREDIT: 2
SEMESTER: 1
LEVEL: 300

COURSE DESCRIPTION

OBJECTIVES

- The course is to enhance students' knowledge and skills in teaching theoretical and practical lessons.
- To help students employ variety of teaching techniques in their teaching.
- To assist students to prepare appropriate instructional materials.
- To help students improve their pupil-teacher relationship.
- To assist students become competent leaders and managers.

AREAS OF COVERAGE

WEEK	TOPIC	CONTENT / NOTES	ASSIGNMENT / DATE OF SUBMISSION
1,2	Characteristics of a well-organised workshop and	Discussing the features of an organised workshop in terms of workspace consideration, storing and location of tools /equipment, Safety factors, Security and Inventory systems.	Examine all the university's workshops, describe your observation and outline in detail how the identified problems in your area of specialisation could be addressed. You may support your analysis with a layout of an ideal workshop.
3	Planning the workshop	Describing various designs of a workshop (mechanical, fashion, catering)	Submission: week 4
4	SYSTEMS OF INSTRUCTIONS IN THE CLASSROOM	Explaining Teacher-centred approach, Student-centred approach	1. Differentiate between the two main systems of instruction citing two typical instances in each case.
5	INSTRUCTIONAL MATERIALS:	Discussing a wide range of resource materials. (models, transparencies etc)	2. Prepare a job sheet and an information sheet in a stated area of specialization.
6,7		Preparation of Information sheets, job sheets, operation sheets, task analysis chart	Submission: week 8
8, 9, 10	INSTRUCTIONAL TECHNIQUES	Explaining questioning techniques, demonstration, differentiating between role-	Why is grouping an essential part of a practical lesson?

		play and simulation. Discussing the importance of advanced preparation, readiness of tools and equipment, grouping procedure	Prepare a demonstration lesson for a named topic ensuring clarity at the various stages vis-à-vis introduction, presentation and conclusion Submission: week 11
11	CLASS QUIZ	Items on topics treated	
12, 13	HUMAN RESOURCE MANAGEMENT	Discussing the basic tenets of a competent teacher: Wielding authority, Maintaining dignity. Punctuality, Fairness & firmness, being methodical, controlling and ensuring orderliness in class. Describing various disciplinary measures for a class, using rewards and punishments effectively	Who is a competent teacher? Analyse through typical instances.
14	ROLES AND RESPONSIBILITIES OF THE TEACHER AS A MANAGER AND A LEADER	Differentiating between a leader and a manager. Explaining major roles of a leader e.g. training and developmental strategies for Staff (motivation) resolution of conflicts	The teacher is a leader! Discuss with ten leadership roles.
15, 16	End of semester exam		

METHODOLOGY: The course is undertaken through discussion in class and sharing of practical experiences. Class quizzes and take-home assignments take 40% of the total coursework. End of semester examination carries 60%. Failure to take part in assignments or class exercises renders a student ineligible to take the end of semester examination.

REFERENCES

COHEN, L & MANION, L (1993). a Guide to Teaching Practice, London, Routledge.

FARRANT, J. S. (1968). Principles and Practice of Education, Bristol, Western Printing Services.

LAWRENCE, J. et al (1984). Disruptive Children – Disruptive Schools? London, Croom Helm

JACKSON, P.W. (1996). Life in Classrooms, New York; Holt, Rinehart and Winston.

NASH, (1973). Classrooms Observed, London; Routledge and Kegan Paul.

HARGREAVES, D.H. (1987). Social Relations in a Secondary School, London, Routledge and Kegan Paul.